



## MEET MANAGER INSTRUCTIONS

### CREATING A MEET DATABASE

To create your meet's database, download the Meet Manager Template .zip file to your computer. This file is located on the league website under Documents and Files in the File Downloads section.

Open your Meet Manager program and click File / Restore. Check the fourth option, "Unzip, copy database to a selected folder, and open this new database." Click Open. Locate the saved .zip file and hit Open.

*Note: You may also use a previous meet from the current season to create a new meet. Open the previous meet, go to File / Save As and rename the file according to your new meet, then hit Open. Then go to File / Purge, and select Remove Data Selectively. Place a check mark in all items in the second section (Team, Athletes, Entries/Results and Relays).*

Once your database file has been renamed, you will want to change the meet information in the Set-up / Meet Set-up window. Please check all is accurate, including meet name, facility information, meet start/end date and entry deadline, then hit OK.

### LANE SETTINGS

Please ensure that database has the correct lane settings for your pool (as in six or eight lanes used). The template is set for a six-lane pool. To change the number of lanes used for competition, go to Set-up / Options. Check "Change number of lanes for all Final Rounds to:" and type in desired number, then OK. This will globally change the number of lanes assigned to each event in the Events menu.

### POOL LENGTH

The database from the website is also set for a SCY pool (25 yards). If you are hosting a meet in a SCM (25-meter pool), simply go to Set-up / Meet Set-up and change the course to SC Meters and hit OK.

### MULTI-AGE EVENTS

There are four events that are designated as multi-age events. You may wish to turn on the multi-age option for these events:

- Events 13-14: 10 & Under 100 IM
- Events 79-80: 10 & Under 100 Free

To activate multi-age groups to score/award by 6 & Under, 7-8 and 9-10, go to Events menu and then double-click on the desired event number. Check the small box just to the left of “Multi-Age Group,” then hit OK.

## COMBINING EVENTS

If you have two events with very few entries in each, Meet Manager can combine these two events and make all the changes to the event itself so that it will still score correctly. You can combine two girl’s events, or you can combine a girl’s event with a boy’s event.

Suppose there are two entries in event 15, Girls 11-12 100 IM, and three entries in event 17, Girls 13-14 100 IM. The Combine Entries routine will change event 15’s age group to 11-14, make it multi-age group with 11-12 and 13-14 as the multi-age groups, and copy the entries from event 17 to event 15.

Suppose there are two entries in event 15, Girls 11-12 100 IM, and three entries in event 16, Boys 11-12 100 IM. The Combine Entries routine will change event 15’s gender choice to Mixed, make it multi-age group with 11-12 as the only multi-age group, and copy the entries from event 16 to event 15. Next, go to Seeding / Combine, and you will see a screen like the one below.

Combine Entries

Source Event Number : 17 Target Event Number : 15

**Method**

- Copy Entries to Target Event and Delete Entries from Source Event
- Copy Entries to Target Event and leave Source Entries unchanged

**Options**

- Copy Scratched Status
- Copy Special Status Data such as Bonus
- Copy Exhibition Status

OK Close

Your Target Event is where your entries will be moved into. The Source Event is where the entries are coming from. Choose “Copy Entries to Target Event and Delete Entries from Source Event.”

If combining Events 15 and 17, Event 15 is your Target Event and Event 17 is your source event, as shown above.

Once events have been combined, you may wish to go into the Run Menu, click on the combined event, then to the Adjust screen to sort the swimmers as desired.

*If you have any Hy-tek questions, please contact League Admin Official Scott Rabalais:  
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